

# Communication Office & Print Shop

Karen Heath, Supervisor  
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## What we do:

RESA offers an array of Communication and Print Shop services designed to meet your school or non-profit organization's needs at affordable prices.

The Berrien RESA Communication Office, in addition to its marketing, public relations and communication services, also provides document creation, graphic design and layout support. The office works closely with the Print Shop to ensure that your printed materials exceed your expectations (from concept to delivery).

## We are here for you!

- ADA compliance
- Brand development
- Board of Education projects
- Campaign support
- Consulting: i.e. event planning
- Media strategy development and media coaching
- Copyright compliance
- Crisis communication
- Culture development
- Editing
- Grant support
- Graphic design
- Legislation and policy
- Marketing, market research and advertising
- Measuring return on investment (ROI)
- Newsletter and listserv management
- Outreach/community development
- Photography and editing
- Product and logo development
- Professional development training
- Public relations
- Special/organization projects
- State reporting
- Strategic planning
- Social media planning
- Video production
- Website/social media
- Writing center: letters, media releases, toolkits and custom publications

## Meet the Team:

**Karen Heath**  
Supervisor  
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**Kristin Bivens**  
Graphic Design/  
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**Alvin Miles**  
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### **Nondiscrimination Clause/Title IX**

*It is the policy of the Berrien Regional Education Service Agency not to discriminate in its policies and practices with respect to compensation, terms, or conditions of employment because of an individual's race, color, religion, sex, national origin, height, weight, marital status, political belief, genetic information, disability or handicap which does not impair an individual's ability to perform adequately in that individual's particular position or activity.*

*Lynda Hurlow, Executive Director of Human Resources, Berrien RESA, 711 St. Joseph Avenue, Berrien Springs, MI 49103*

*For procedural information, please review NEOLA Board Policy No. 2260.*

This document was designed in an effort to meet Berrien RESA Strategic Plan Goal 2 (I-A): Create community connection materials to cultivate and strengthen relationships between Berrien RESA and constituent groups.